

## Manual Update Instructions for ESOA File Layout Change

As a result of the transition to the Unique Entity Identifier (UEI), we added the UEI as a new field to several reports, including the ESOA (for both the Federal Pell Grant and Iraq and Afghanistan Service Grant programs), and on the COD website. The UEI is specific to a school not an award year, so as part of the initial COD System release on March 27, 2022, the field was added to the ESOA layout for all award years; however, most software vendors and schools were only expecting the ESOA layout change to apply to the 2022–23 award year and forward. As a result, schools were not able to import the ESOAs for 2021–22 and prior.

In the short term, on March 31, 2022, we reversed the changes made to the ESOA layout, so that it matched the version for the 2021–22 award year and prior. With the May 1, 2022, COD System implementation, we implemented the original change and will send the ESOA using the new file layout; it will be the same for **all award years**, 2022–23 and prior.

Software vendors and schools will need to determine the award years to update in their systems and software.

- Option 1 – Implement the new layout across all open award years. In this case, the ESOAs will be imported regardless of the award year of the file. **Note:** If a software vendor or school plans to update the ESOA layout for any previous award year (2021–22 and prior), you must use the file layout provided in Volume VII of the 2022–23 COD Technical Reference because we will not be updating the ESOA layout in any of the prior year versions of the COD Technical Reference.
- Option 2 – Implement the new layout for 2022–23 and forward only. In this case, ESOAs for 2021–22 and prior will not be able to be imported after May 1, 2022. However, schools can manually update the ESOA file to be able to import it. To manually change the file, a user must:
  1. Remove the last 12 characters from the SAIG header. The SAIG header is the first line in the ESOA file, starting with O\*.
  2. Update the record length in the grant header section to 200 instead of 212.
    - a. Change GRANT HDR **0212#** to GRANT HDR **0200#**
  3. Remove the last 12 characters from the grant header.
    - a. Below the grant header, for every line in the file before the trailer, remove columns 19 to 30. This will be a length of 12 characters and will be populated with the school's UEI.
  4. Update the record length in the trailer section to 200 instead of 212.
    - a. Change GRANT TLR **0212#** to GRANT TLR **0200#**
  5. Remove the last 12 characters from the grant trailer.
  6. Remove the last 12 characters from the SAIG trailer. The SAIG trailer is the last line in the file, starting with O\*.

If you have questions about this process, contact the FSA Partner and School Relations Center at 1-800-848-0978. You may also email [CODSupport@ed.gov](mailto:CODSupport@ed.gov).